# Paying Fees Via the Internet

This section illustrates how to pay fees in CM/ECF using a credit card and the Internet.

When you electronically file *any* document that requires a fee, you are required to pay that fee using a credit card via the Internet. This section will explain how to complete such a transaction and how to monitor your previous transactions.

**STEP 1** When you complete filing a document and are taken to the **NOTICE OF ELECTRONIC FILING** screen, the **ELECTRONIC PAYMENT** window will pop-up **(See Figure 1.)**

This screen lists any and all outstanding or unpaid fees including the fee for the document you just filed.

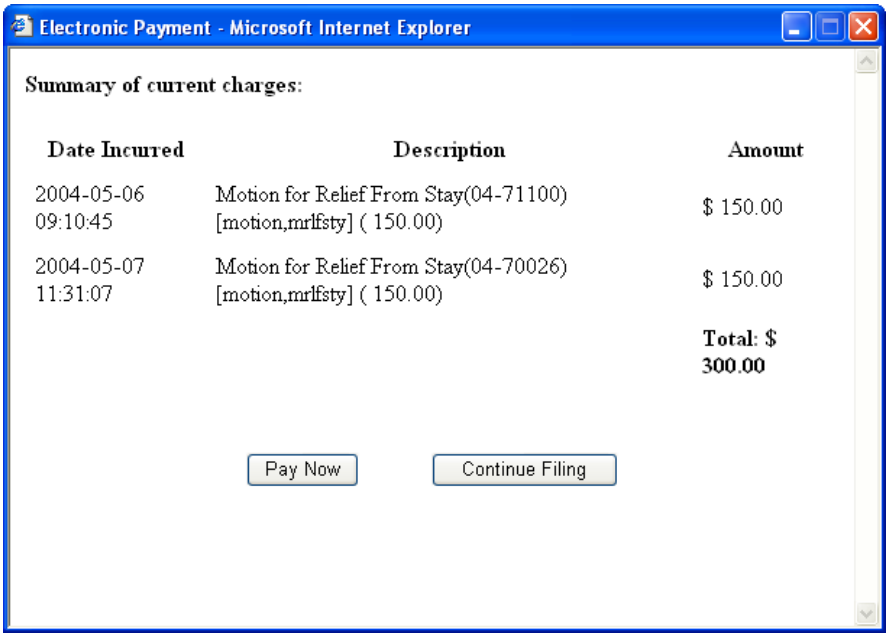


**Figure 1**

**STEP 2** To immediately pay all outstanding fees, click the **[Pay Now]** button.

To temporarily defer the payment until later in the day, click the **[Continue Filing]** button and proceed to the **PAYING DEFERRED FEES** section at the bottom of this document.

The **PAYMENT COLLECTIONS** screen pops-up.
**(See Figure 2.)**

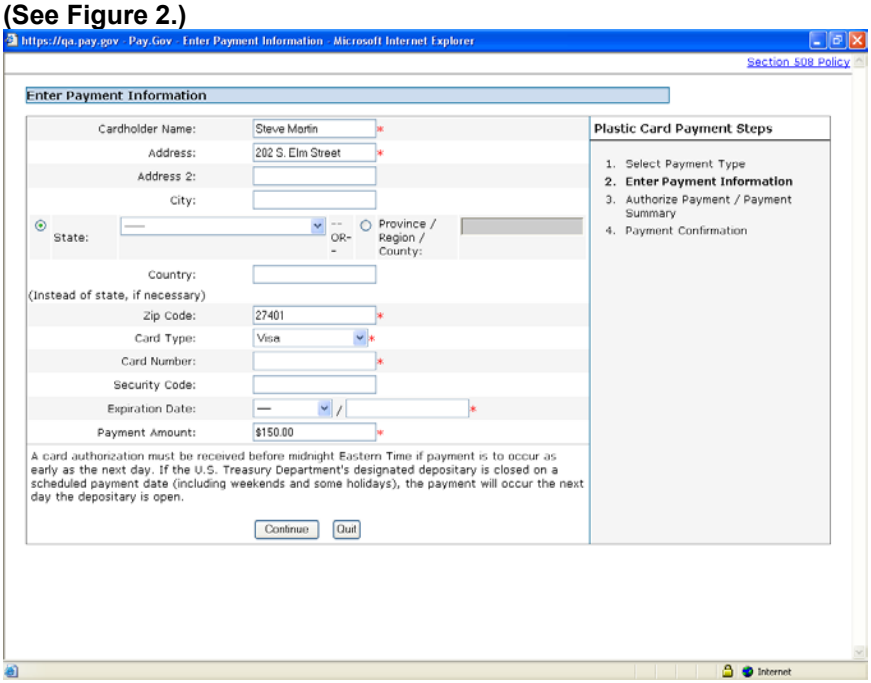


**Figure 2**

**STEP 3** Enter the appropriate information including the Card Type, Card Number, and Expiration date. Click **[Continue]** to continue.

**NOTE: All fields with the RED STAR are REQUIRED**

NOTE: If you make a mistake, simply close out the window and your payment will be temporarily deferred. (See the section called **PAYING DEFERRED FEES** later in this document).

**NOTE: All fees must be paid on the day the document is filed. A fee that is *deferred* until later in the day is not the same as a fee that is to be paid in *installments*.**

The **AUTHORIZATION screen** displays next.
**(See Figure 3.)**

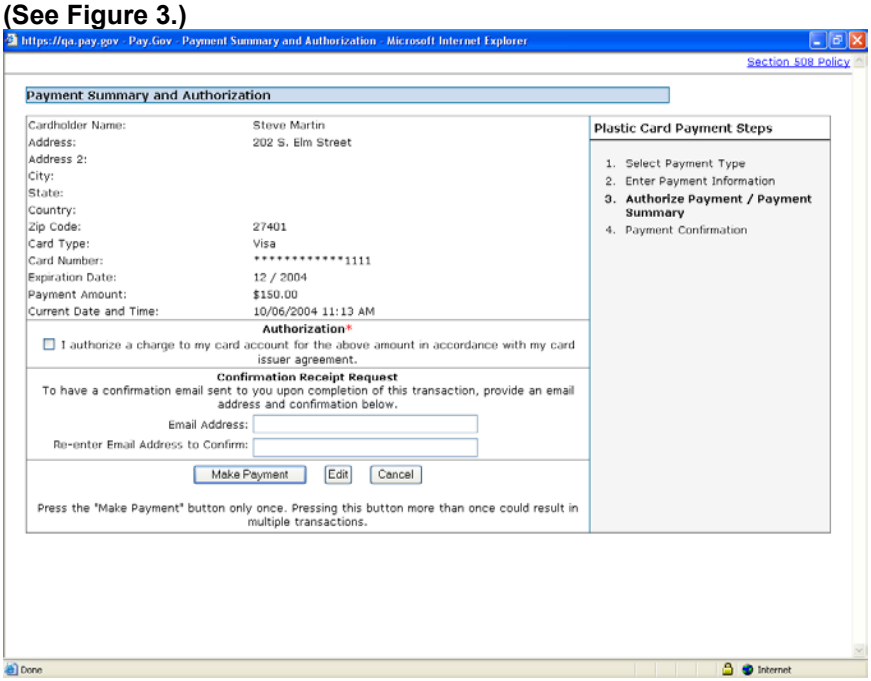


**Figure 3**

**STEP 4** If all of the information is correct, check the box under the **Authorization** heading, and click **[Make Payment]**.

NOTE: You may enter your email address to have a confirmation email sent to you for this transaction. This is optional.

You will be redirected to the **TRANSACTION STATUS** screen.
**(See Figure 4.)**

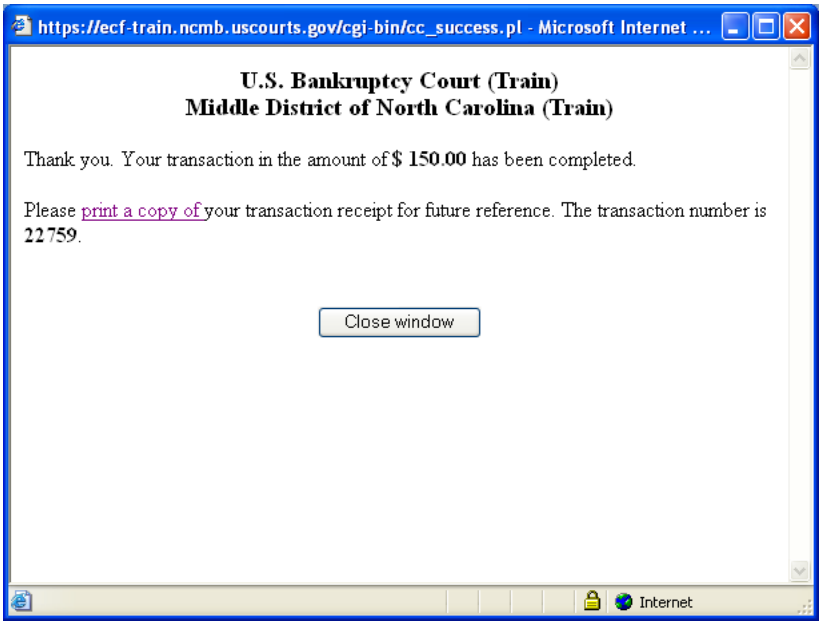


**Figure 4**

This window means that your transaction was approved and that your credit card will be charged for the total amount. The window also shows the total amount of your transaction and a transaction reference number. You may want to print this out or write this down for your own personal reference. Click the "Print a copy" link to print the receipt. Click **[Close window]** to close the pop-up window. You have now successfully paid your fees in CM/ECF via credit card.

## PAYING DEFERRED FEES

**STEP A** If you have deferred payments from previous transactions, you must settle them at the end of each day. Click the **Utilities** menu on the blue menu bar at the top of the CM/ECF screen. **(See Figure 5.)**

**Figure 5**

You are taken to the **Utilities** menu page **(See Figure 6.)**

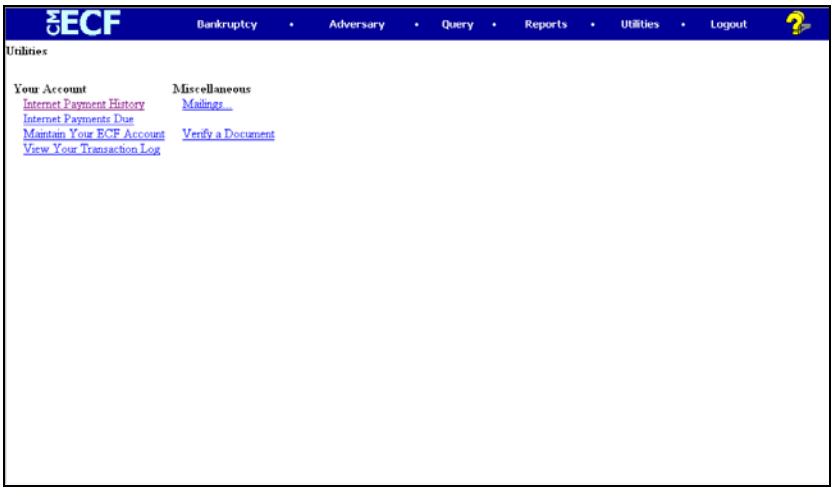


**Figure 6**

**STEP B** To pay previously deferred fees, click the **Internet Payments Due.**

The **ELECTRONIC PAYMENT** window will pop-up. **(See Figure 1.)** as in **STEP 1**. Click **[Pay Now]** to begin payment processing.

**STEP C** To view your Internet payment transaction history, click the Internet Payment History.

You will be taken to the **INTERNET PAYMENT HISTORY** page **(See Figure 7.).**

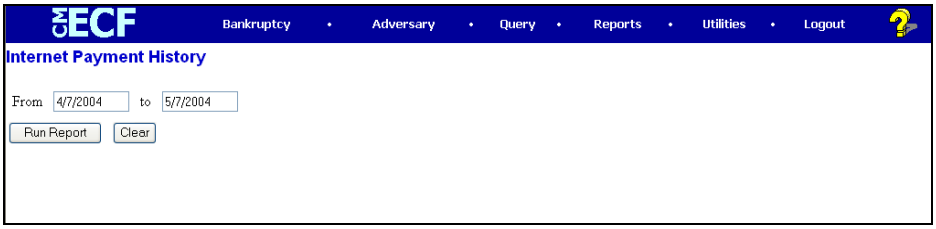


**Figure 7**

**STEP D** Enter a date range in the appropriate boxes and click **[Run Report]** to see a list of previous transactions.

The **INTERNET PAYMENT HISTORY** is displayed for your user account. **(See Figure 8.)**

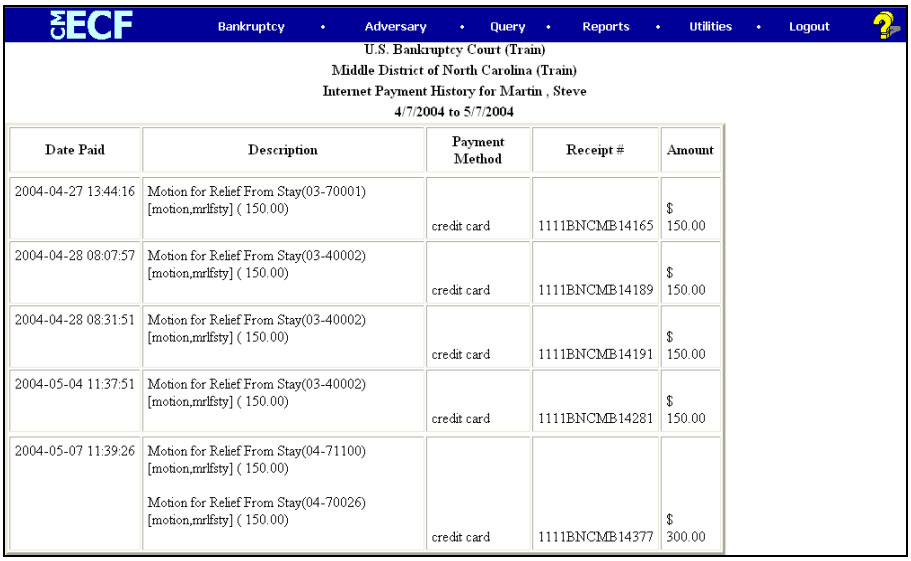
CM/ECF
Bankruptcy • Adversary • Query • Reports • Utilities • Logout
U.S. Bankruptcy Court (Train)
Middle District of North Carolina (Train)
Internet Payment History for Martin , Steve
4/7/2004 to 5/7/2004
Date Paid
Description
Payment Method
Receipt #
Amount
2004-04-27 13:44:16
Motion for Relief From Stay(03-70001) [motion,mrlfsty] ( 150.00)
credit card
1111BNCMB14165
$ 150.00
2004-04-28 08:07:57
Motion for Relief From Stay(03-40002) [motion,mrlfsty] ( 150.00)
credit card
1111BNCMB14189
$ 150.00
2004-04-28 08:31:51
Motion for Relief From Stay(03-40002) [motion,mrlfsty] ( 150.00)
credit card
1111BNCMB14191
$ 150.00
2004-05-04 11:37:51
Motion for Relief From Stay(03-40002) [motion,mrlfsty] ( 150.00)
credit card
1111BNCMB14281
$ 150.00
2004-05-07 11:39:26
Motion for Relief From Stay(04-71100) [motion,mrlfsty] ( 150.00)
Motion for Relief From Stay(04-70026) [motion,mrlfsty] ( 150.00)
credit card
1111BNCMB14377
$ 300.00

**Figure 8**